IMAGE*TREND*
EMS FIELD BRIDGE

**Field Bridge
User Guide
Version 4.1**

IMAGE*TREND* INC.

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EMS FIELD BRIDGE

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Chapter 1

IMAGE*TREND*
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Introduction to Field Bridge

1.1 Chapter Overview

This chapter will cover basic information about the purpose, structure and technical requirements of the Field Bridge and the roles of individuals given basic personnel capabilities for the application.

1.2 Overview

The ImageTrend EMS Field Bridge Field Data Application is a Windows-based client application designed to allow remote users to record emergency incident information in the field and synchronize their data with the centralized EMS repository.

With the ImageTrend EMS Field Bridge Field Data Application, you can enter run incident reports, view validation, print patient care reports, send/receive incidents with parent databases, and post runs to regulatory databases right from your desktop, laptop, or Tablet PC.

1.3 System Requirements

In order to run the EMS Bridge Field Data Application, your system must meet these specifications:

Required:	Recommended:	Optimal:
500 MHz Processor	1 GHz Processor	1.5 GHz Processor
512 MB RAM	2 GB RAM	4 GB RAM
200 MB Available Hard Disk Space	600 MB Available Hard Disk Space	1 GB Available Hard Disk Space
	802.11 wireless	802.11 wireless
		Bluetooth
		GPRS/CDMA cellular modem

Operating Systems Supported
Microsoft Windows XP, XP Tablet PC Edition 2005, Vista

Screen Resolution Supported
1024 x 768

Additional Software
Microsoft .NET Framework 3.5 SP1
Adobe Flash 8 or higher
Adobe Reader 8 or higher

1.4 Installation

NOTES: In order to protect the sensitive patient information collected with the EMS Field Bridge, ImageTrend recommends creating non-administrative, password protected Windows accounts for field users. All users should be required to log in to the computer before use.

Desktop PC or Laptop

Insert the CD into your CD-ROM drive. The ImageTrend EMS Field Bridge System installation screen should appear automatically. If not, go to *My Computer,* double-click the CD drive icon and follow the onscreen instructions.

NOTE: The handwriting recognition functionality is only available for Tablet PC users. To use the e-signature function, please refer to the e-signature installation instructions in the following section.

Tablet PC

Insert the CD into your Tablet PC with the Tablet connected. The ImageTrend EMS Field Bridge System installation screen should appear automatically. If not, simply go to *My Computer* and double-click the CD drive icon and follow the onscreen instructions.

NOTE: The handwriting recognition and e-Signature functionality are standard on the Tablet PC. Please disregard the e-Signature installation instructions.

Uninstalling the Application

To uninstall the application, go to *Add/Remove Programs* in the Windows Control Panel. Select the ImageTrend EMS Field Bridge System and click remove. Follow the instructions to successfully uninstall the application.

Installing e-Signature capabilities on non-Tablet PCs

Signatures are supported on the ImageTrend EMS Field Bridge on any computers running Windows XP, Vista or Windows XP Tablet PC. In order to access this functionality on a non-Tablet PC operating system, it is possible to install the Tablet PC Software Development Kit (SDK) 1.7 on the machine. This is a free installation available at http://www.microsoft.com/downloads/details.aspx?familyid=B46D4B83-A821-40BC-AA85-C9EE3D6E9699&displaylang=en. This installation is also available on the EMS Field Bridge Installation CD as well as the EMS Field Bridge support website.

NOTE: Contact the system administrator with questions or for more information about the e-Signature capabilities.

1.5 Printing Setup

Network Connection

Printing from the EMS Field Bridge System can be performed by connecting the PC running the application (laptop, tablet, etc.) to a physical network resource such as a printer, central server or LAN connection. The desired printer can be selected from the drop-down menu in the *Print* dialog box.

Infrared Connection

Printing from the EMS Field Bridge System can also be performed without physically connecting your device to a hardware resource. If the PC running the application (laptop, tablet, etc.) is infrared capable (as well as the desired printer), hold the device within direct view of the printer and follow the instructions for infrared printing found in your PC or printer manual.

Bluetooth Connection

Printing from the EMS Field Bridge System can also be performed without physically connecting your device to a hardware resource. If the PC running the application (laptop, tablet, etc.) is Bluetooth enabled, a Bluetooth paired device printer can receive the file and print it out. Simply maintain the device within range of the printer and follow the instructions for Bluetooth printing found in your PC or printer manual.

1.6 The Field Bridge Environment

The Field Bridge system allows users to enter data for run reports and administrators to configure reporting and data collection options, set service and staff information and upload documents and other

resources for staff members to access. Upon logging in, users will see the Dashboard, which provides a shortcut to common tasks and information. All tasks within the Field Bridge can be accessed from this window, from beginning a new run report to posting past runs.

The Dashboard Options

The main section of the Dashboard page allows you to work with the last ten incidents that have been saved using this Field Bridge, as well as the current personnel and vehicle.

The Dashboard Menu
The left menu on the Dashboard page provides access to additional settings.

- *Create New Incident:* This opens a new incident report from the default template.
- *User Settings:* Allows you to set certain options about how your run forms will work within Field Bridge. These settings will be different for every user who logs in to Field Bridge.
- *Sync:* This connects you to your Service Bridge, State Bridge or Rescue Bridge to download any updates (from new staff members to setting changes).
- *Switch User:* This logs the current user out of the Field Bridge and allows a new user to sign in.
- *Help/Support:* This brings you to a summary of Field Bridge information, allows you to check the error log or check for application updates, go to the support website or open the documents that come with the Field Bridge.
- *Close:* This closes the Field Bridge application.
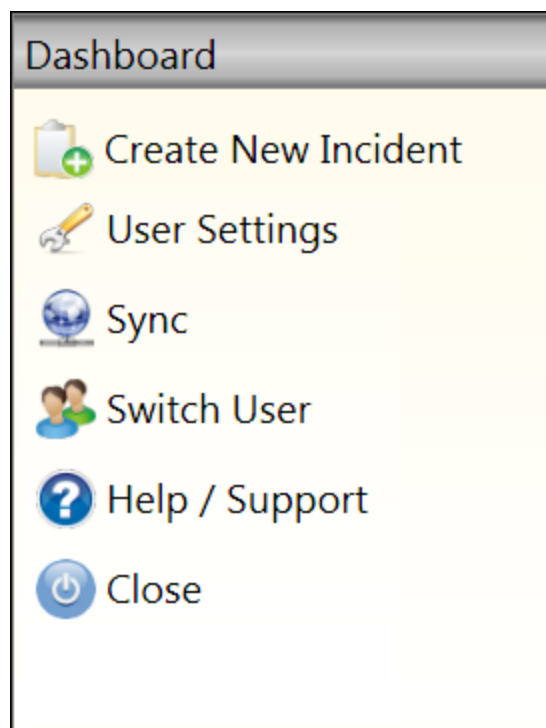
The Task Pane
The task pane provides access to the Dashboard, the incident list and any documents or resources provided by your service.
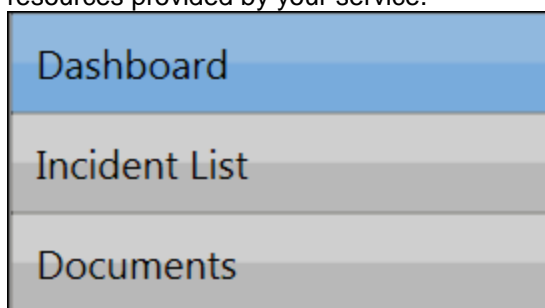
Toolbar
The toolbar across the top of the page provides access to the drop down menus for quick links and additional run form templates.

System Integration

The EMS Field Bridge can be integrated with ImageTrend's Service Bridge, Rescue Bridge or State Bridge for full functionality. The Service Bridge, State Bridge and Rescue Bridge allow administrators to configure the Field Bridge, provide a place for data to be gathered and analyzed and enhance the abilities of the Field Bridge to collect relevant data. Data collected in the Field Bridge will be uploaded to a Service Bridge, Rescue Bridge or State Bridge.

Chapter 2

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EMS FIELD BRIDGE

Quick Guide

2.1 Chapter Overview

Each time users log in to the Field Bridge, they will need to log in and, if the option is enabled, set up the shift personnel.

2.2 Login

In order to log in, the EMS Field Bridge application must be installed on your computer. Double-click the icon on your desktop, or from the *Start* menu, select *Program Files* or *All Programs*, *ImageTrend* and *Field Bridge 4.0*.
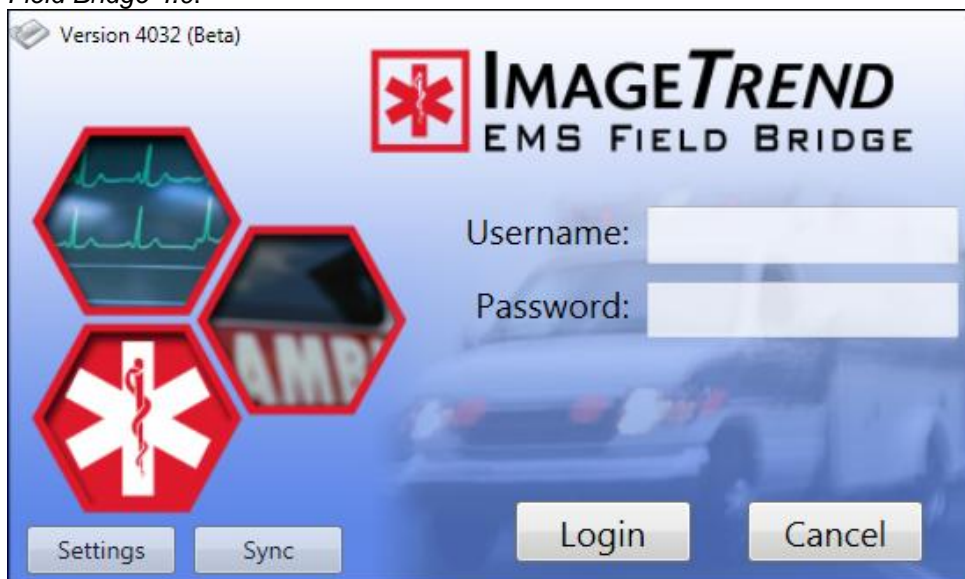
To login to the application, enter your username and password in the appropriate text fields. Once you have done so, click *Login*.

2.3 Switching Shift Personnel

Shift setup allows you to enter the current crew members working with this Field Bridge during this shift. These crew members will be automatically entered as personnel for all run forms completed while the personnel are listed in the *Current Crew* section.

1. From the dashboard, in the *Current Crew* section, for the personnel member to change, click *Open.*
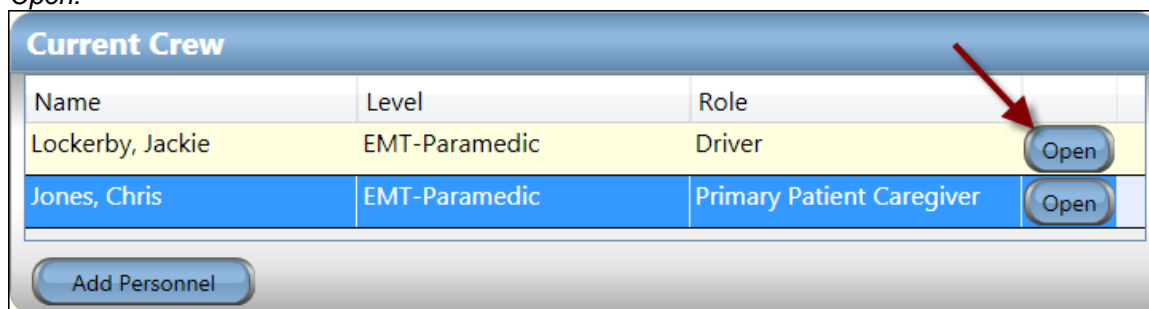
Editable fields appear at the bottom of the *Current Crew* section.

2. Using the provided fields, select the new crew member.
   HINT: If all crew members are properly set up, the level and role should be automatically entered when you select a name.
3. When finished, click *Save.*
   The new crew member is listed for this shift.

2.4 Setting Up Personal Settings

The Field Bridge allows each user to personalize certain things about the way the Field Bridge run forms function when that user is logged in. You can configure these settings for your own profile without affecting any other Field Bridge user.

1. From the left menu on the dashboard, click *User Settings.*
   The *User Specific Settings* page appears.

2. Select or deselect the checkboxes, according to your preferences.
   Tab to Lookup button for combo boxes
   If this option is selected, when you press *Tab* while working in a run form, *Lookup* buttons will be selected in order. If this option is deselected, *Lookup* buttons will be ignored and the next field will be selected.

   Single panel behavior
   If this option is selected, only one panel will be open at a time on a run form, and panels will be closed when a new panel is selected. If this option is deselected, multiple panels can be open at once and panels will need to be manually closed if desired.

Animate close and open of panels
>   If this option is selected, an animation effect will be added when opening or closing panels on the run form. If this option is deselected, no effect will be added.
3. When finished, click *OK.*

2.5 Opening a Previous Run Form

If necessary, you can locate and open a run form that you previously created. This option will only be available if the run form is still saved in the system. You can open run forms from either the dashboard (if the run was one of the last ten incidents submitted) or from the incident list.

1. To open one of the last ten incidents, from the dashboard, from the *My Last 10 Incidents* section, click *Open.*
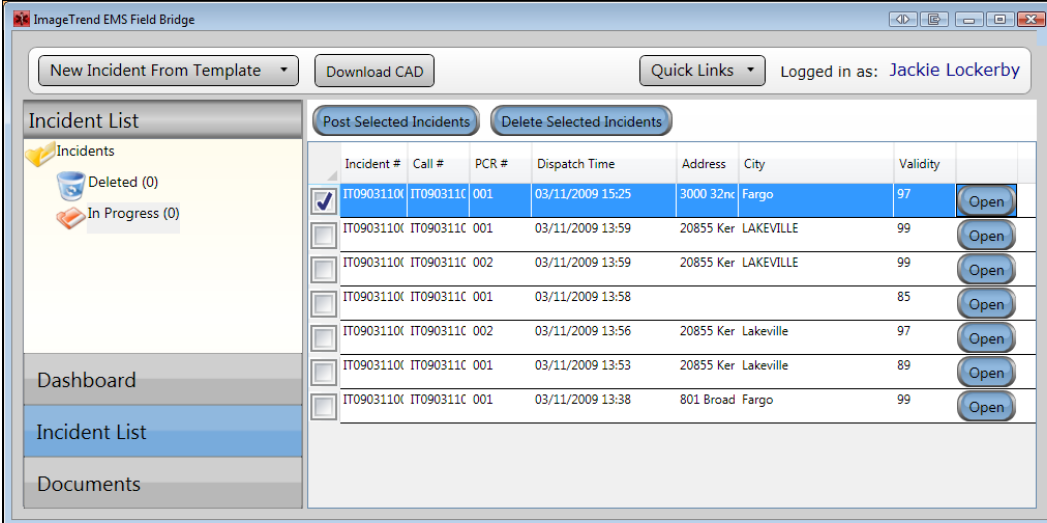
>   The run form appears.
>   **OR**
>   To open another incident,
>   a. From the task pane, select *Incident List.*
>   The *Incident List* page appears.

>   b. If necessary, from the left menu, select the type of runs to view.
>   c. For the desired run, click *Open.*
>   The run form appears.

2.6 Beginning a New Run Form

You can begin a new run form at any time either from the default template or from a specific template.

1. From the *Dashboard* menu, click *Create New Incident.*
>   **OR**
>   From the *New Incident From Template* drop down menu in the upper left, select the desired

template.
A new run report appears.

2. To open a panel, click the heading.
3. To open a powertool or run form information pane, click the desired button.
4. Using the provided fields and tabs, complete the information in the run form.
5. When finished, click *Save.*
6. If prompted, enter the validity reasons for any required fields that were left incomplete.
    NOTE: Sliding panels, drop down menus or text fields marked in red denote that a required field has not been completed. Once a required (red) field has been completed, the tab will change from red to black and any red marks will disappear.

3

Chapter

Patient Care Report Tools

3.1 Chapter Overview

The Field Bridge supplies several sets of tools to complete incident reports. The tools available from the main toolbar of a run report allow the user to perform basic functions on the entire incident report. The tools available from the *Powertool* toolbar allow the user to more easily enter information for particular areas of the incident report. This chapter provides an overview of the tools available and how to use them.

3.2 Working with the Main Toolbar

The main toolbar in a run report provides basic tools to work with incident reports.

Save

1. To save an incident report, click the *Save* button.
   For old incidents, the *Reason for Changing/Saving Incident* dialog box will appear.
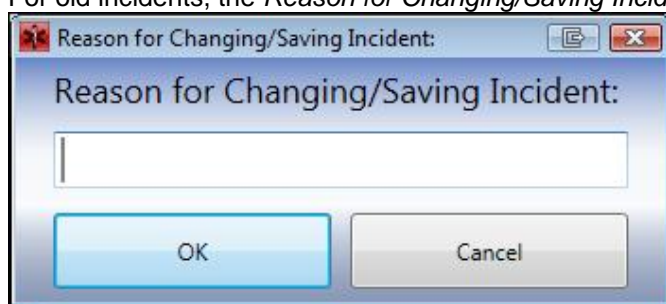
2. Enter the reason the incident is being re-saved.
3. Click *OK.*

Print

To print an incident report, the report to be printed must be in view and the run report must have been saved.
1. From the main toolbar, click the *Print* button and select the desired type of report to print.
   After clicking the desired print option, the user may be prompted to enter a reason for printing the report.
2. Enter the necessary reason into the appropriate field.
3. Click *OK.*
   The report is generated as a PDF.
4. Print the PDF file.
   NOTE: The primary report for delivery to the hospital and conveyance of the patient and call information is the Prehospital Care Report.

Post

Posting capabilities are determined by the system administrator. If the *Post* button is non-selectable, the user does not have the required permission to post an incident report.
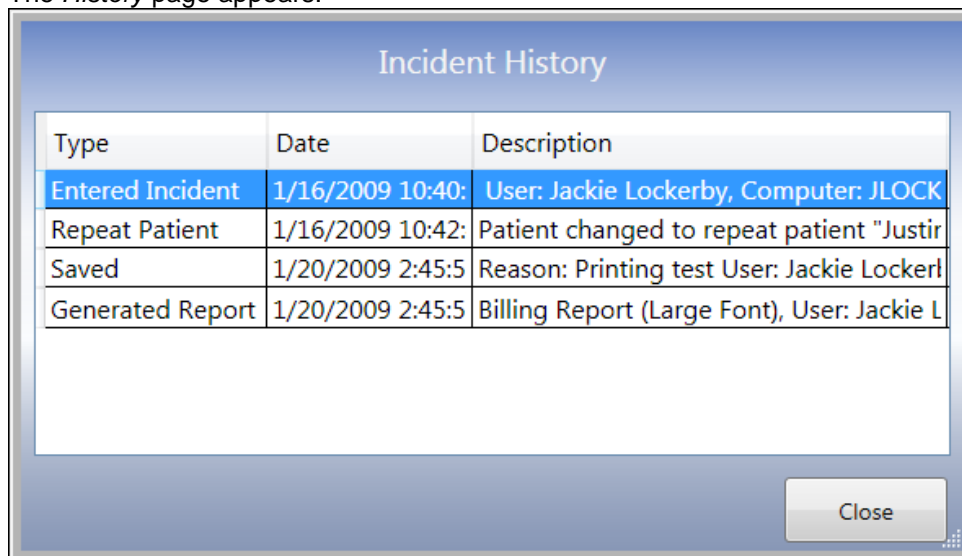
Based on the validity of the report and the settings created in the Service Bridge, you may need to complete additional fields or specify a reason for the lack of completion before a run report can be submitted.
NOTE: To read more about posting an incident report, please refer to the Administrator's Guide.

History

Viewing history will display a record of events related to this incident that have taken place (e.g., when it was entered, when it has been re-saved).

1. From the toolbar, click *History.*
   The *History* page appears.

2. When finished, click *Close.*

Attachments

1. To work with attachments to an incident report, from the main toolbar, click the *Attach* button.
   The *Attachments* window will appear.

2. To add an attachment, drag and drop the file(s) onto the *Incident Attachments* dialog box.
   OR
   a. Click the *Add* button.
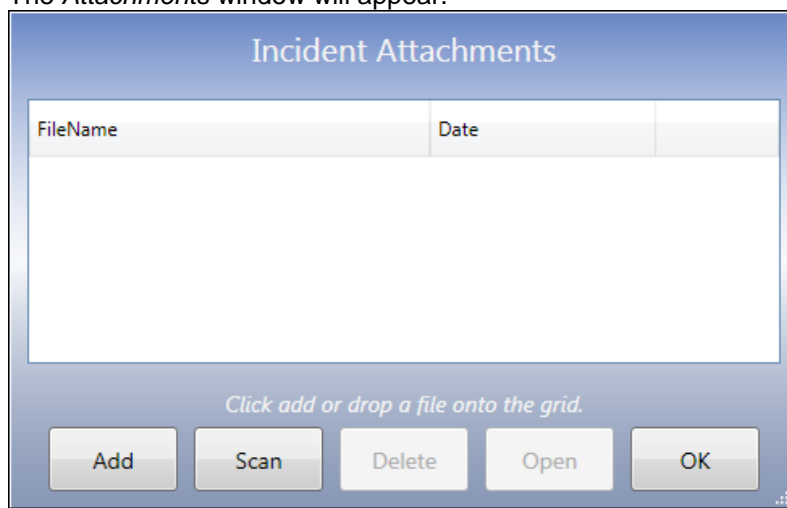   The *Open* dialog box appears.
   b. Navigate to and select the desired file.
   c. Click *Open.*
      The attached file name will appear in the *Attached Files* list in the *Attachments* window.
   d. Repeat steps a–c until all desired files are added.

3. To view the attached file, double-click the file name from the *Attachments* window.
   OR
   a. Select the desired file.
   b. Click *Open.*
4. To delete an attached file,
   a. From the *Attached Files* list, select the file.
   b. Click *Delete.*
   c. In the confirmation dialog box, to delete the file, click *Yes.*
      To close the dialog box without deleting the attached file, click *No.*

Delete

If duplicate run reports are being created or run reports created for test or training purposes have been completed, run reports can be deleted. These run reports will not be posted.

WARNING: Do not delete run reports that contain information that should be posted. Run reports should only be deleted if they contain invalid data.

1. From the desired report, click *Delete.*
   A confirmation dialog box opens.
2. To remove the incident, click *Yes.*
   To cancel, click *No.*

3.3 The Powertool Toolbar

The *Powertool* toolbar opens a variety of tools to improve the ease and efficiency of documentation.

- GCS powertool
- Vitals calculator
- PQRST powertool
- IV powertool
- Cardiac powertool
- Medications powertool
- EKG Import
- Pediatric powertool
- Medical Assessment powertool
- Injury Assessment powertool
- Burn Assessment powertool

Using the GCS Powertool

Values entered into the GCS powertool appear in the *Activities* tab under the *Activities* panel.

1. From the run report, in the *Powertool* toolbar, click the *GCS* button .
   The *GCS Powertool* window appears.

2. Using the provided fields, click the GCS values for this patient.
   After all values are entered, the score is automatically calculated.
   HINT: As you click each value, the buttons update to display values for the next field.
3. When finished, click *OK.*
   The score is recorded in the *Activities* pane.

Using the Vitals Powertool

Values entered in the Vitals powertool will appear in the *Activities* pane under the *Activities* tab.

1. From the run report, in the *Powertool* toolbar, click the *Vitals* button ![VITALS]. The *Vitals Powertool* window appears.

2. Using the provided fields, click the buttons to enter vitals values for this patient.
   HINTS:
   As you click each value, the buttons update to display values for the next field.
   Each field, when selected, will display the same color as the buttons that should be used to enter values for that field.
3. When finished, click *OK.*
   The vitals are recorded in the *Activities* pane.

Working with the PQRST Powertool

Information entered into the PQRST powertool will be displayed in a vitals record in the *Activities* tab.

1. From the run report, in the *Powertool* toolbar, click the *PQRST* button [PQRST]. The *PQRST* powertool appears.

2. Using the provided fields, enter the desired values.
   HINTS:
   As you enter each value, you are automatically moved to the next field.
   Each field, when selected, will display the same color as the buttons that should be used. to enter values for that field.
3. In the *Narrative* field, type into the blank text box.
4. When finished, click *OK.*

Working with the IV Powertool

Information entered into the IV powertool will be displayed in the *Activities* tab under the *Activities* pane. Depending on the information entered, the powertool will automatically calculate and enter the dosage of your IV.

1. From the run report, from the *Powertool* toolbar, click the *IV* button [IV]. The *IV Powertool* window appears.

2. Using the provided fields, enter the IV information.
   Depending on the information that is provided, additional fields and dialog boxes may appear to enter more information.
   HINTS:
   As you enter each value, you are automatically moved to the next field.
   Each field, when selected, will display the same color as the buttons that should be used.
3. When finished, click *OK.*
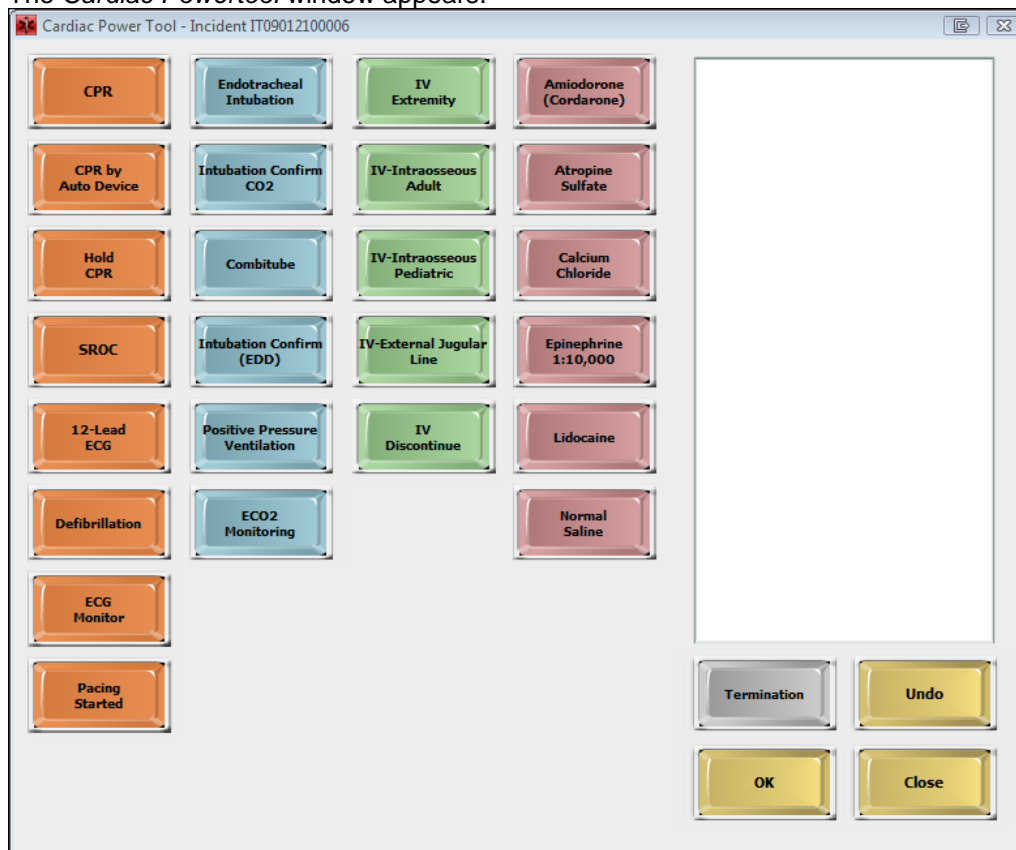   The information is saved in the *Activities* pane.

Working with the Cardiac Powertool

Information entered in the Cardiac powertool will be displayed in the *Activities* tab and the *Activities* pane.

1. From the run report, from the *Powertool* toolbar, click the *Cardiac* button .
    The *Cardiac Powertool* window appears.

2. Click the provided buttons to indicate any cardiac information.
    HINT: The time you click each button is recorded.
3. When finished, click *OK.*

Working with the Medication Powertool

The medications displayed in the Medication powertool are sorted according to name. There is also a category for favorite medications. The favorite medications displayed here must be set up on the Service Bridge, State Bridge or Rescue Bridge.

1. From the run report, from the *Powertools* toolbar, click the *Meds* button .
   The *Medication Powertool* page appears.

2. To view a particular set of medications, click the appropriate blue button.
3. To record a medication, click the appropriate medication.
4. To change the dosage, when the *Dose* field is highlighted, click the numbers to enter the desired dose.
5. To change the unit of dosage,
   a. Click the *Unit* field.
      The *Unit* dialog box appears.

      b. Click the appropriate unit
      c. Click *OK.*
6. To select the route,
      a. Click the *Route* field.
          The *Route* dialog box appears.

Route				×
Route				
Not Available	Transdermal	Otic (in ear)	Nasal Prongs	Intranasal
Not Known	Tracheostomy	ther/Miscellaneou	Nasal	Intramuscular
Not Applicable	Topical	Oral	Intravenous Pump	Inhalation via Nebulizer
Wound	Sublingual	Ophthalmic	Intravenous	Inhalation
Ventimask	Subcutaneous Nc ebreather/Re-brea Mask		Intraosseous	Gastrostomy Tube
Urethral	Rectal	Nasogastric	Intraocular	Endotracheal Tube

OK   Cancel

      b. Click the desired route.
      c. If necessary, click *OK.*
7. When finished, click *OK.*

Working with the Pediatric Powertool

The Pediatric powertool is available for reference at any time within a run form.

1. From the run form, from the *Powertool* toolbar, click the *Pediatric* button . The *Pediatric Powertool* window appears.

2. Select the correct weight.
The powertool expands to show additional information.

Working with the Medical Powertool

The information collected in the assessment powertools can be accessed from the *Assessments* tab.

1. From the run form, from the *Powertool* toolbar, click the *Medical* button .
The *Medical* powertool window appears.

2. If necessary, select the body type.
    HINT: If you have specified information about the patient already, you may not need to select a body type.
3. Once the correct body type is selected, click the part of the body which is affected.
    A list of medical conditions will appear.
4. Select the condition(s) which are applicable.
    As conditions are selected, they are recorded in the *Details* text box below the list of conditions.
    HINT: Users can click more than one condition at one site.
5. To select normals,
    a. From the left side of the powertool, click *Site Selection.*
        The *Site Selection* popup appears.
    b. Select the desired sites.
        OR
        Select *Select All Normals.*
6. To add assessment details to any of the selections, click inside the *Details* text box and type the desired text
7. To save the condition information, click *OK.*
    To go on without saving, click *Cancel.*
8. Repeat for any other parts of the body which are affected.
9. Once all assessment findings have been, click *Save.*
    All the saved assessments will be displayed.
10. To edit a line item,
    a. Select the desired item.
    b. Using the fields below the list of findings, make any changes to the date and time information.
    c. Double click any annotations on the body to change them.
    d. Make any changes to your findings, times or assessment details.
    e. When finished, click *Update Exam* to save your changes.
11. If necessary, to change the recorded date or time, type the new information into the text boxes or use the calendar.
    NOTE: The date and time are set by default to the current date and time or the time the users arrived at the patient, depending on the application settings.
12. Using the *Weight* text boxes, enter the patient's weight.
    The patient's weight will be automatically converted to pounds or kilograms depending on which data is entered.

Working with the Injury Assessment

The information collected in the assessment powertools can be accessed from the *Assessments* tab.

1. From the run form, from the *Powertool* toolbar, click the *Injury* button .
   The *Injury Assessment* powertool window appears.

2. If necessary, select the body type.
   HINT: If you have specified information about the patient already, you may not need to select a body type.
3. Once the correct body type is selected, click the part of the body which is affected.
   A list of medical conditions will appear.
   OR
   a. Click *Site Selection.*
      The *Site Selection* pop up window appears.
      HINT: The *Select Injury Site* button is helpful for selecting injury sites on the back without rotating the body or to select *unspecified* for the body site. You can select

      skin from the *Select Injury Site* button or by clicking the *Skin* button in the upper left of the main body view pane.

    b.   Select the desired location.
         A list of medical conditions will appear.
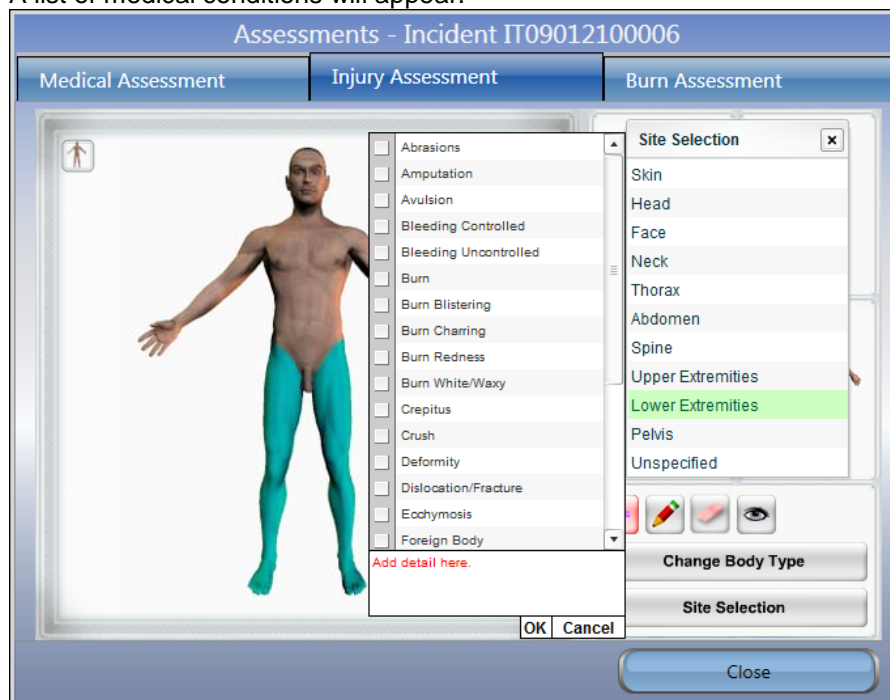
4. Select the condition(s) which are applicable.
   As conditions are selected, they are recorded in the *Details* text box below the list of conditions.
   HINT: Users can click more than one condition at one site.
5. To add assessment details to any of the selections, click inside the *Details* text box and type the desired text
6. To save the condition information, click *OK.*
   To go on without saving, click *Cancel.*
7. Repeat for any other parts of the body which are affected.
8. To write freehand on the image,

    a.   Click the *Draw* icon .
    b.   Use the mouse or stylus to draw or write on the image.
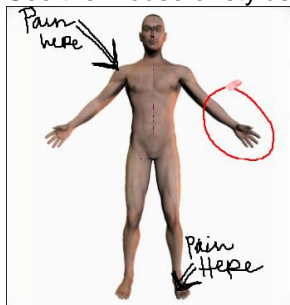
9. To erase a freehand drawing on the image,

    a.   Click the *Erase* icon .
    b.   Hover the mouse over the desired drawing until it turns red
    c.   Click the mouse.
         The drawing is erased.

10. To view or hide the injury pins on the image, click the *Show/Hide Visibility* icon .

Working with the Burn Assessment Powertool

The information collected in the assessment powertools can be accessed from the *Assessments* tab. The total percent of body surface area is automatically calculated and also broken down by burn type percentage. The burn assessment can be documented on the front or back of the body and is scaled correctly for adult, child and infant body type based on the Rule of 9's.

1. From the run form, from the *Powertool* toolbar, click the *Burn* button .
   The *Burn Assessment* powertool window appears.

2. If necessary, select the body type.
   HINT: If you have specified information about the patient already, you may not need to select a body type.
3. To indicate a burn, click the desired portion of the body once for a first degree burn, twice for a second degree burn or three times for a third degree burn.
   OR
   a. Click *Site Selection.*
      The *Site Selection* pop up window appears.
   b. Select the desired location.
   c. Click the highlighted portion of the body once to indicate a first degree burn, twice for a second degree burn or three times for a third degree burn.

4. To undo a burn indication, click on the area a fourth time.
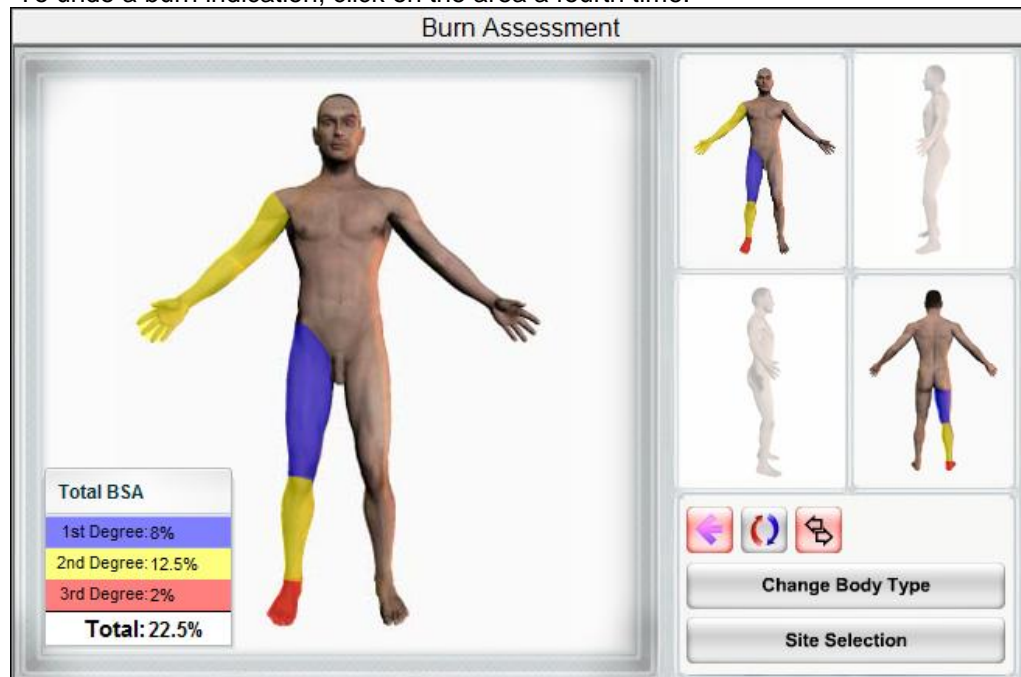
5. To document circumferential burns, click the *Circumferential* button.
    HINT: When the button is active it will be displayed as red and any selections that you make will appear on the mini-panel at the right.
6. To save entry time, to automatically transfer the burn assessments to the *Injury Assessment* section, click the *Transfer to Injury* button.
    NOTE: This feature is active by default. Click it again to turn it off.

3.4 The Run Information Toolbar

The *Run Information* toolbar allows you to enter and review information in the run report.

- Response Times
- Validation
- Active Protocols
- JotPad

Pinning the Run Information Toolbar

The *Run Information* toolbar will automatically close when you click outside of the displayed pane unless you pin it. If the toolbar is pinned, the pane will remain displayed.

1. From the run report, from the *Run Information* toolbar, click the desired pane to open.
2. In the upper right of the pane, click the *Pin* icon .
    The right pane is fixed and the main window of the run form is shrunk to fit into the remaining space.
3. To unpin the pane, click the *Unpin* icon .
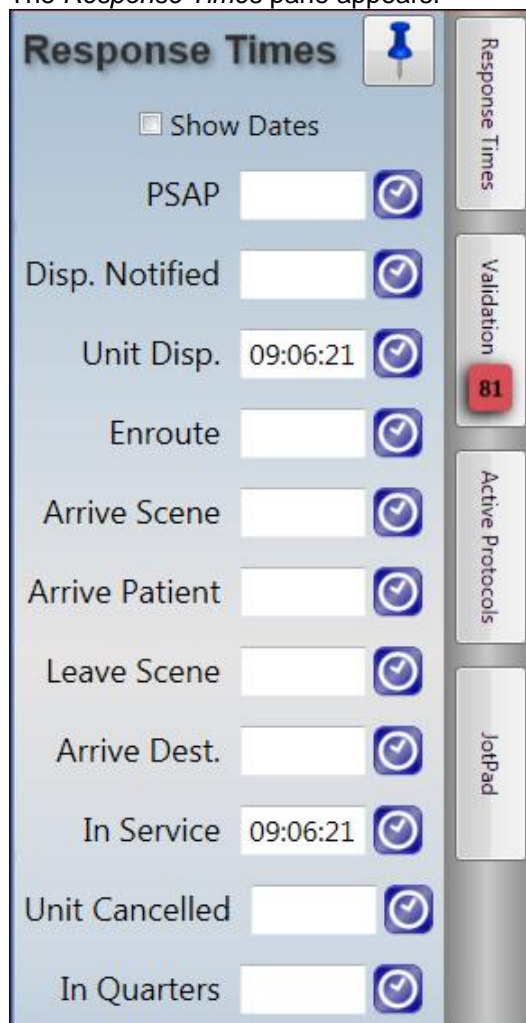   The pane closes.

The Response Times Pane

The *Response Times* pane allows you to enter all information about the times involved in this run.

You can type in these times or hit the *Now* icon ⏲ to enter the current time.

1. From the run form, from the *Run Information* toolbar at the right, click the *Response Times* button.
   The *Response Times* pane appears.

2. Using the provided fields, enter the times for this incident.
   OR

   To record the current time for a field, click the *Now* icon ⏲ for that field.
3. To also show the dates for the fields (e.g., if an incident beginning just before midnight stretches into the next day), select the *Show Dates* checkbox.

Working with Validation

Validation is set up by your organization to ensure that all important fields on the run form are completed. The *Validation* pane will display a score based on the number of fields you have completed, and allows you to view the required fields that are not completed. The validity score of your run form will continually update as you complete more required fields. You can also add a

reason for why any required fields was left incomplete, if necessary. This will not raise your validity score, but can inform reviewers of the reason for the blank field.
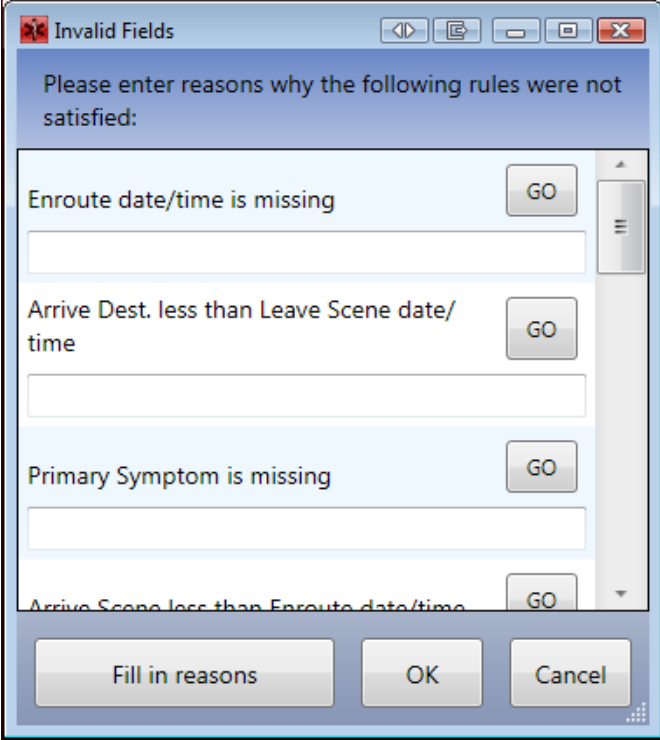
1. From the run form, from the *Run Information* toolbar at the right, click the *Validation* button.
    The *Validation* pane appears, displaying a list of all required incomplete fields.

2. To go to a field, click the corresponding *View Field* icon .
    The run form opens to the tab and panel with the selected field.
3. To enter a reason for fields that were left blank,

a. Click the *Validity Reasons* button.
    The *Invalid Fields* dialog box appears.

b. For each field, enter the reason.
c. To enter one reason for all fields,
    i.   Type the reason in the first text box.
    ii. Click *Fill in reasons.*
d. When finished, click *OK.*
    The reasons are saved.

Working with Active Protocols

Active protocols are set up by your organization and will guide you through the steps for a particular provider impression. An active protocol provides a checklist and can automatically bring up powertools to record the steps you need to take for your protocol.

1. From the run report, from the *Run Information* toolbar at the right, click the *Active Protocols* button.
    The *Active Protocols* pane appears.
2. From the *Protocol* drop down menu, select the desired protocol.
    The protocol checklist appears.

NOTE: By default, the powertool will use the selected provider impression.


3. As you reach each step, select the checkbox.
   For steps requiring data entry, a powertool or run form page will appear.
4. Complete the requested information.
5. Repeat steps 3–4 for each step.
6. If necessary, if there are multiple pages for the protocol, click the *Next* and *Previous* icons and the bottom of the pane to access additional steps.
7. If a particular step in the active protocol is not used, or if it is used differently than expected, record the reasons in the *Comments* text box.

Working with the Jot Pad

Jot allows users to record information quickly in their own handwriting. The text can then be entered in incidents. Information in the Jot pad will not be included on the run form unless it is copied into the fields, but simply allows users a quick way to make notes in the field. The Jot pad is especially useful for users of the Field Bridge on a Tablet PC.

Users can also create drawings on the Jot pad.
1. From the run form, from the *Run Information* toolbar at the right, click the *JotPad* button. The *JotPad* pane appears.
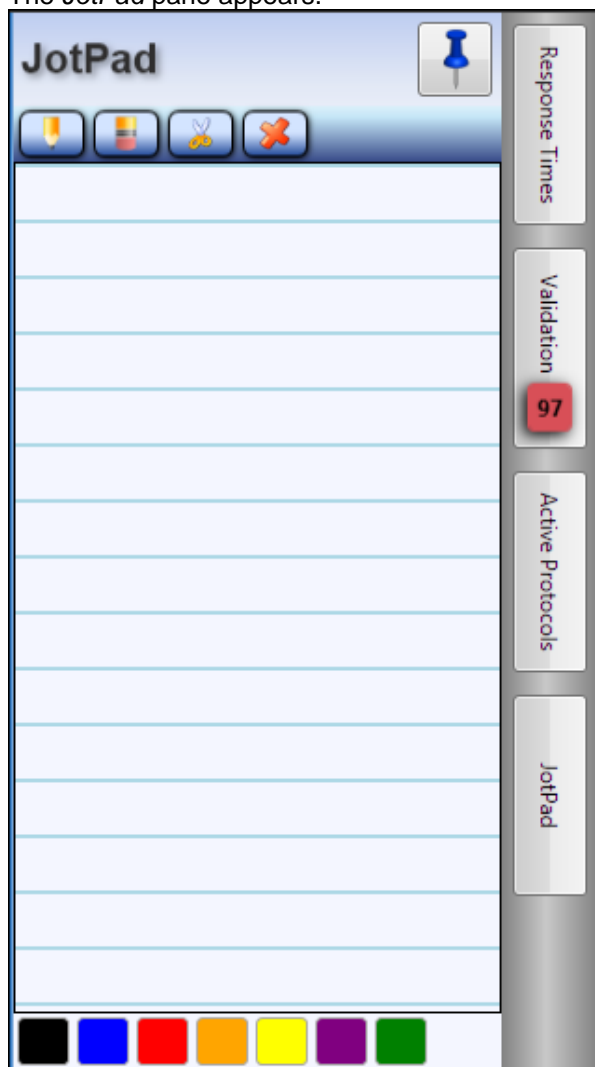
2. Using the provided tools and your mouse or stylus, make any desired notes or drawings on the Jot pad.
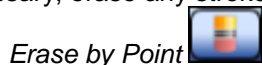
   Draw
   Allows the mouse or stylus to draw on the Jot pad.

   Pen Color
   Changes the color of the marks drawn on the Jot pad.

3. If necessary, erase any strokes using the *Erase* icons.

   Erase by Point
   Erases the amount of the drawing as is covered by the eraser icon.

Erase by Stroke
Erases each stroke from the time your mouse or stylus was clicked or touched the screen to when it was released.

4. If necessary, to remove all marks on the Jot pad, click the *Remove All* icon.

3.5 Run Form Data Entry Tools

Within the tabs of the run form, you will see several icons to bring up tools for your data entry. These tools can help you select more accurate information, provide calculators to easily enter numbers with your stylus or finger or automatically enter information based on a zip code or information entered earlier in the run form.

Lookup
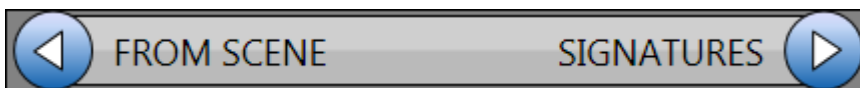Provides a list of additional options to select for the field.

Number Pad
Provides a number pad to enter numbers with a stylus or hand.

Now button
Enters the current date and time into the field.

Set from Postal Code
Enters city, state and county information automatically based on the postal code.

Navigation Arrows
You can progress between the tabs on the run form by clicking the desired tab or by clicking the *Next* and *Back* icons.

Chapter 4

IMAGE*TREND*
EMS FIELD BRIDGE

Recording a New Incident

4.1 Chapter Overview

Users can create incident reports using a variety of tools. This chapter explains how to create a basic run report without the use of additional tools.

4.2 Beginning a New Incident Report

You can begin a new run report from the default report or a custom report that has been created by your service. Custom reports can have information completed according to the type of call or can hide fields that are unnecessary. These instructions will show the default run form.

7. From the *Dashboard* menu, click *Create New Incident.*
   OR
   From the *New Incident From Template* drop down menu in the upper left, select the desired template.
   A new run report appears.

8. To open a panel, click the heading.
9. To open a powertool or run form information pane, click the desired button.
10. Using the provided fields and tabs, complete the information in the run form.
11. When finished, click *Save.*
12. If prompted, enter the validity reasons for any required fields that were left incomplete.
    NOTE: Sliding panels, drop down menus or text fields marked in red denote that a required field has not been completed. Once a required (red) field has been completed, the tab will change

from red to black and any red marks will disappear.

4.3 The "To Scene" Tab

The *To Scene* tab has six sliding panels to enter information about your initial response to the scene.

The Ambulance Patient Care Report Panel

The information for the *Ambulance Patient Care Report* sliding panel can be entered by typing information into the text fields or using the drop down menus.

The *Incident Date* field will automatically be populated with today's date. To change the date, use the down arrow to the right of the date to view the calendar. Clicking the blue arrows located at the top of the calendar will change the month shown. To select the desired date, click the new date. Once selected, the date will be highlighted by a blue box. Today's date will always remain outlined by a red box.

The incident number and call number may be automatically populated if your service has the auto call numbering feature enabled. If you need to enter an incident number or call number, make sure the number is unique from any other run that you or another unit in your service may enter.

The Personnel Panel

The *Personnel* sliding tab allows the user to select the name, level and role of every emergency medical provider who is involved in the incident.

The personnel may already be selected if your Field Bridge uses the Shift Setup feature. The default level and role can be established by the system administrator. If this is set by the administrator, when a user selects a name, the level and role will be automatically populated.

Changing Personnel
You can change the personnel included in this run form if necessary.
1. For the staff member to change, click *Open.*
    Editable fields appear.

2. Using the drop down menus or the *Lookup* buttons, change the personnel information.
3. When finished, click *Save.*

Adding Personnel
You can add an additional staff member to the run form.
1. From the *Personnel* panel, click *Add Personnel.*
    Additional fields appear.

2. From the *Name* section, use the drop down menu or the *Lookup* button to select the desired staff member.
    Additional fields appear.

3. Using the drop down menus and *Lookup* buttons, select the remaining information.
4. When finished, click *Save.*
    The crew member is added.

The Dispatch Information Panel

The *Dispatch Information* sliding panel allows you to select the reason and urgency of the response and the unit and unit's mileage for the response.

Using the provided text fields, drop down menus, *Lookup* buttons and *Number Pad* buttons, enter the desired information. The mileage will be automatically calculated as you change the information, and as you change the mileage, the remaining text boxes will be updated to match the value.

The Incident Address Panel

The *Incident Address* sliding panel allows you to enter the address of the incident or select it from a variety of quick pick options.

For patients picked up at a hospital, listed nursing home or other health care facility, use the *Facility* drop down menu and/or *Lookup* button to auto-populate the address information. For locations (city, state, county and zip) that are frequently visited, use the *Favorite Locations* drop down or *Lookup* button to auto populate the information. Users can also enter the incident postal code and click *Set from Postal Code* to automatically populate the incident city, county and state. To search for another location if the information is incorrect, click *Other Locations* and search to locate the desired location.

Finally, the user may simply enter information regarding the incident address into the appropriate fields as desired.

The Response Disposition Panel

The *Response Disposition* panel records your initial response to the scene.

Only one option can be selected from the *Response Disposition* panel.

The Response Information Panel

The *Response Information* sliding panel allows you to enter information about the response request and mode, unit type and role, the location type and any delays in response.

Using the drop down menus, scroll list and *Lookup* buttons, select any information. You can select multiple options from the *Response Delay* scroll box by clicking each desired option.

4.4 The "At Scene" Tab

The *At Scene* tab has ten sliding panels to enter information about the initial scene, including patient information, barriers to patient care and prior aid.

Patient Info

Past Medical History

Patient Drug Allergies

Environmental/Food Allergies

Patient Medications

Alternate Address

Next of Kin

First Responder Agencies/Prior Aid

Barriers to Patient Care

Vehicular Information/Safety Equipment

The Patient Information Panel

The *Patient Information* tab contains demographic and contact information about the patient. You can also add a repeat patient or a new patient to a run from this tab.

Using the text fields, drop down menus, *Lookup* and *Number Pad* buttons, enter any desired information. You can look up address information using the *Get Incident Address, Set from Postal Code* or *Other Locations* features.

NOTE: If the patient's date of birth is not known, you may enter the estimated age.

Adding a Repeat Patient

You can automatically fill saved patient information into the *Patient Information* tab by adding a repeat patient. Repeat patients must be set up on the Service Bridge, State Bridge or Rescue Bridge in order for this information to be available. You must enter a repeat patient using the appropriate button; the system will not automatically recognize a repeat patient if you simply type their information in.

1. From the *Patient Information* tab, click the *Repeat* button.

The *Repeat Patient Search* box appears.

2. Using the provided fields, enter search terms to locate the desired patient.
   As you type, records matching your search terms appear.
3. Select the desired patient.
4. Click *OK.*
   The patient's information is added to the run form.
5. **OPTIONAL:** To remove the patient information (e.g., if you accidently suggested the wrong patient), click the *Undo* button.
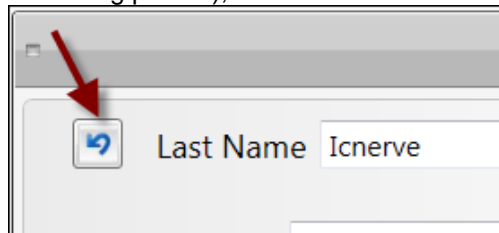
The repeat patient's information is removed from the run form.

Adding a New Patient

Adding a new patient will open a new incident report, copying any relevant information from the original report. If you enter a new PCR number, that information will also be filled in to the new form.

1. From the *Patient Information* tab, in the *New Patient Number* text box, type a new PCR number.

2. Click *Add New Patient.*
   A new run form appears.
3. Complete the run form for this patient.

The Past Medical History Panel

The *Past Medical History* pane allows you enter information about the patient's medical history, where that history was obtained from and the patient's doctor.

Using the *Lookup* buttons, drop down menus and text boxes, enter information about the patient's medical history. For the *Medical History* scroll box, you will only see the values that are selected. Click the *Lookup* button to select any conditions.
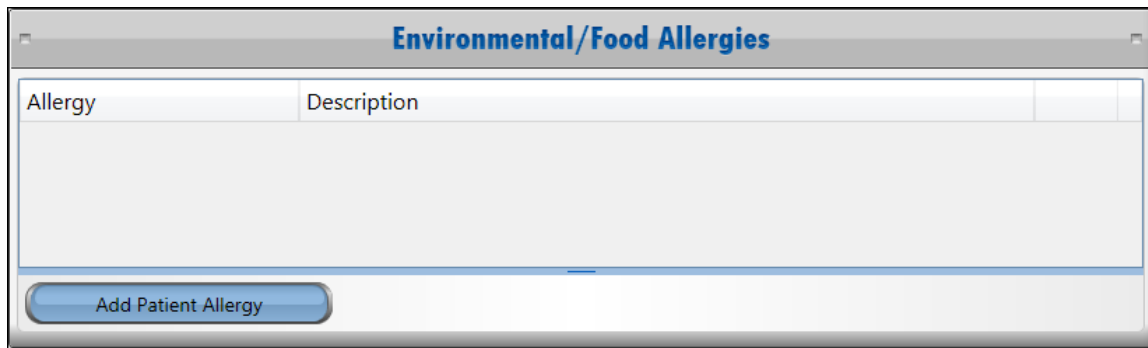
The Patient Drug Allergies Panel

The *Patient Drug Allergies* panel allows you to enter any known drug allergies for the patient.

After selecting to add or edit a patient drug, use the text fields or the *Lookup* button to select and save the desired drug allergies.

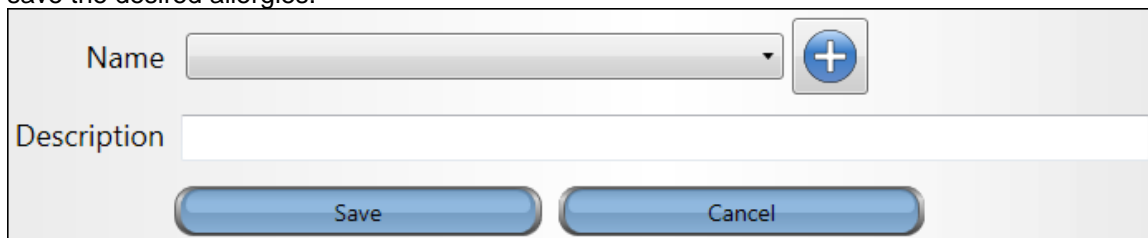## *The Environmental/Food Allergies Panel*

The *Environmental/Food Allergies* panel allows you to enter any known food or environmental allergies for the patient.

After selecting to add or edit a patient allergy, use the fields or the *Lookup* button to select and save the desired allergies.
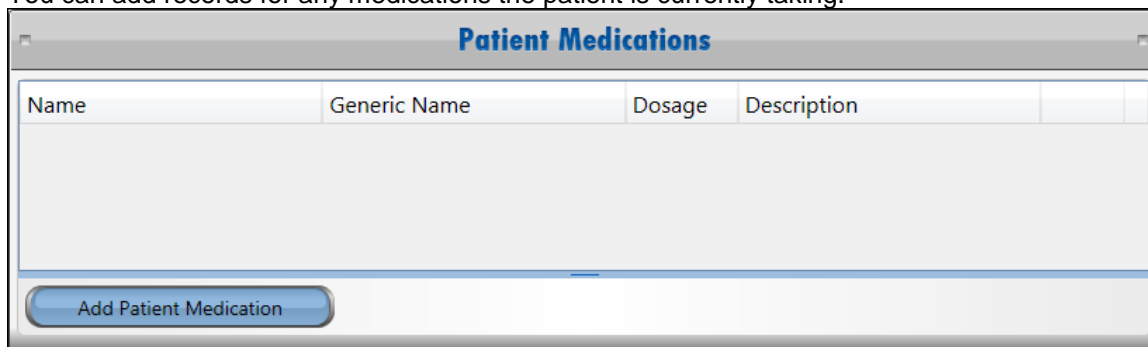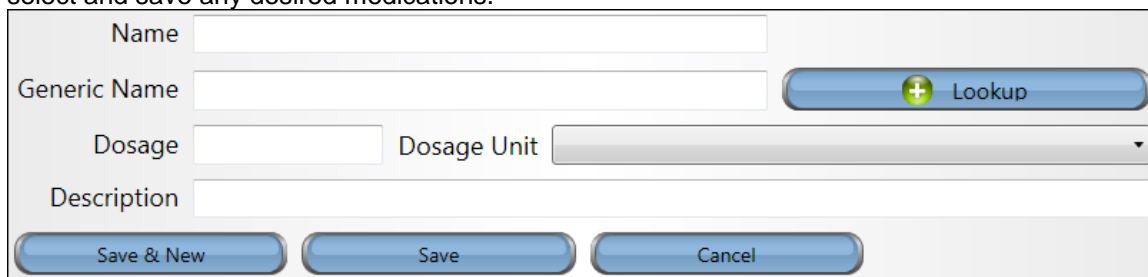
The Patient Medications Panel

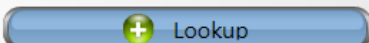You can add records for any medications the patient is currently taking.

After choosing to add or edit any medications, use the provided fields and *Lookup* buttons to select and save any desired medications.

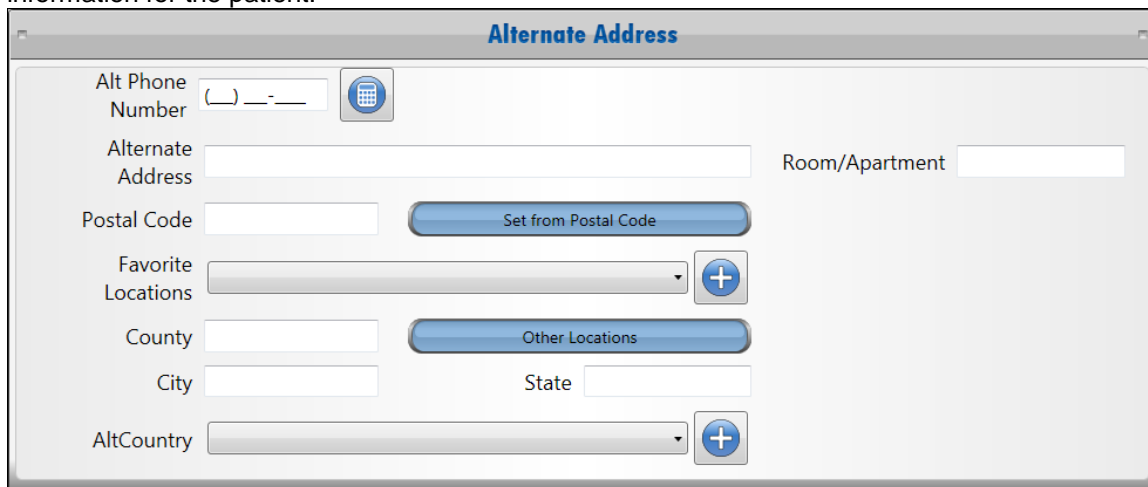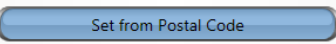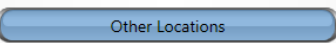## The Alternate Address Panel

The *Alternate Address* panel records information about any alternate address and contact information for the patient.

Use the provided fields, *Lookup* and *Number Pad* buttons, and location lookup features to enter all desired information.

HINTS:

You can set city and state information based on a zip code by using the *Set from Postal Code* button.

If the wrong location information is filled in, you can search for the correct information using the *Other Locations* button.

The Next of Kin Panel

The *Next of Kin* panel records information about the patient's next of kin, including name, relationship and contact information.

Using the provided fields, *Lookup* and *Number Pad* buttons, and location lookup features, enter all known information.

HINTS:

You can set city and state information based on a zip code by using the *Set from Postal Code* button.

If the wrong location information is filled in, you can search for the correct information using the *Other Locations* button.

If the next of kin lives at the same address as the patient, you can copy the patient's information to this panel using the *Get Patient Address* button.

The First Responder Agencies/Prior Aid Panel

The *First Responder Agencies/Prior Aid* panel allows you to record any prior aid at the scene.

Using the provided fields, *Lookup* buttons, *Now* buttons and calendar, enter any prior aid information. The scroll boxes will display only the values that have been selected using the *Lookup* buttons.

The Barriers to Patient Care Panel

The *Barriers to Patient Care* panel records any barriers to patient care. If there are no barriers, be sure to record that option.

Use the checkboxes to select as many options as apply.

The Vehicular Information/Safety Information Panel

The *Vehicular Information/Safety Information* panel records any information about vehicles and safety equipment.

Use the *Lookup* buttons to enter any information for this panel. The scroll lists will display only selected options.

4.5 The Assessments Tab

The *Assessments* tab has three sliding panels to record provider impressions, patient assessments and patient condition information.

The Assessments Panel

The *Assessments* panel provides additional links to the *Medical Assessment, Injury Assessment* and *Burn Assessment* powertools. All information will be recorded within these powertools.
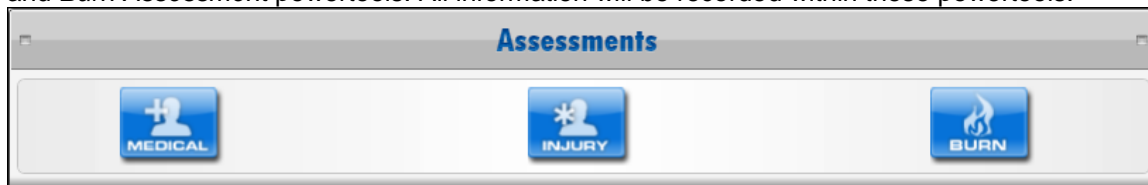
Click a powertool to add information or view any existing information.

The Provider Impression Panel

The *Provider Impression* panel allows you to select a primary and secondary provider impression and to bring up an active protocol for the selected primary provider impression.
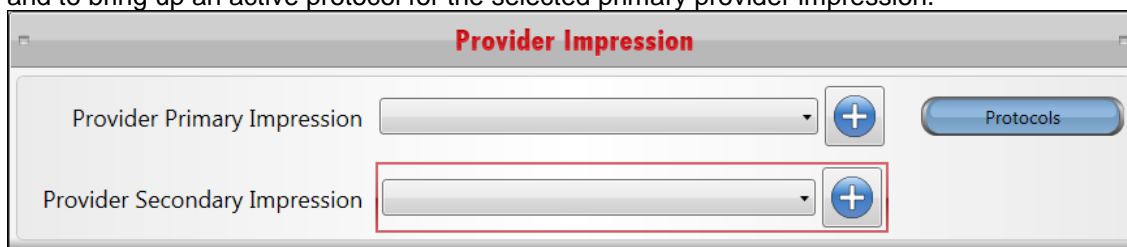
Use the drop down menus or lookup buttons to select a provider impression. To begin an active protocol for the selected primary impression, click *Protocols.*

The Patient Condition Panel

The *Patient Condition* panel records information about the patient's complains and symptoms, any trauma information and any drug or alcohol use.

Using the provided fields, the calendar and the *Lookup, Now* and *Number Pad* buttons, enter the desired information. The scroll lists will display only the values that have been selected using the *Lookup* buttons.

4.6 The Activities Tab

The *Activities* tab has two sliding panels to record information about any activities taken in regards to the patient and any cardiac arrest data.

The Activities Panel

The *Activities* panel records and activities taken in regards to the patient, including medications, procedures, vitals or EKG records. Most information that is added with powertools will be displayed in this panel. You can edit these records to add additional information or add new records from this panel.
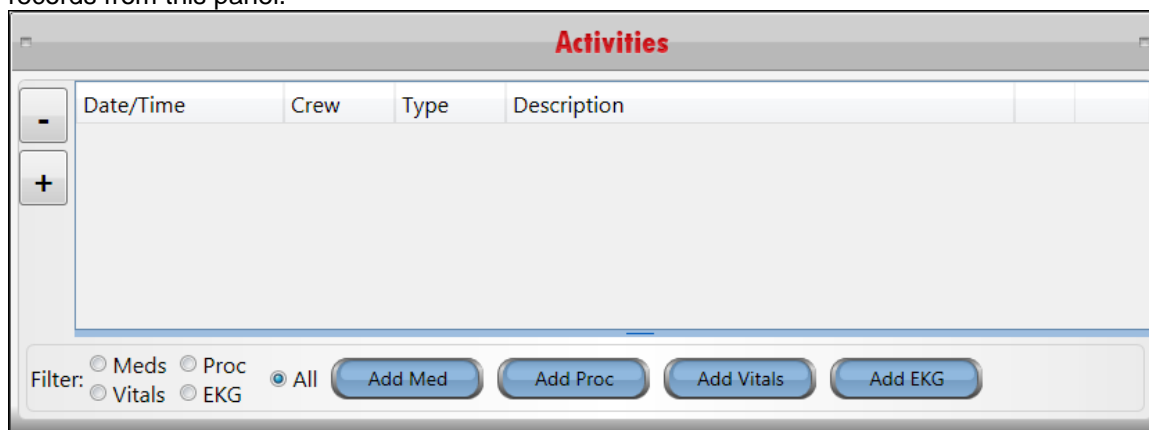
Adding a Medication Record from the Activities Panel

Adding a new medication record can be done from the Medications powertool or from the *Activities* panel. Records that have been added with the powertool can also be edited from the *Activities* panel to add more information or change the record. All activities, including medication records, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add Med.*
    The *Add Med* section appears.

2. Using the provided fields, *Lookup* buttons and *Number Pad* button, enter the desired information about the medication.
    HINT: Some information may already be completed for you, such as the crew administering the medication and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new medication record, click *Save and New.*
    OR
    To save this record without beginning a new record, click *Save.*

Adding a Procedure Record from the Activities Panel

Some procedure records can also be added with powertools, including a record for an IV. Records that have been added with the powertool can also be edited from the *Activities* panel to add more information or change the record. All activities, including procedure records, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add Proc.*
   The *Add Procedure* section appears.

2. Using the provided fields, *Lookup* buttons and *Number Pad* button, enter the desired information about the procedure.
   HINT: Some information may already be completed for you, such as the crew administering the procedure and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new procedure record, click *Save and New.*
   OR
   To save this record without beginning a new record, click *Save.*

Adding Vitals from the Activities Panel
Vitals can also be added from the Vitals powertool, but can be added with more information and depth in the *Activities* panel. Records that have been added with the powertool can also be edited from the *Activities* panel to add more information or change the record. All activities, including vitals, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add Vitals.*
   The *Add Vitals* section appears.

2. Using the provided fields, *Lookup* and *Number Pad* buttons and the *GCS, Pain* and *Vitals* powertool buttons, enter the desired information about the procedure.
   HINT: Some information may already be completed for you, such as the crew recording the vitals and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new vitals record, click *Save and New.*
   OR
   To save this record without beginning a new record, click *Save.*

Adding an EKG Record from the Activities Panel
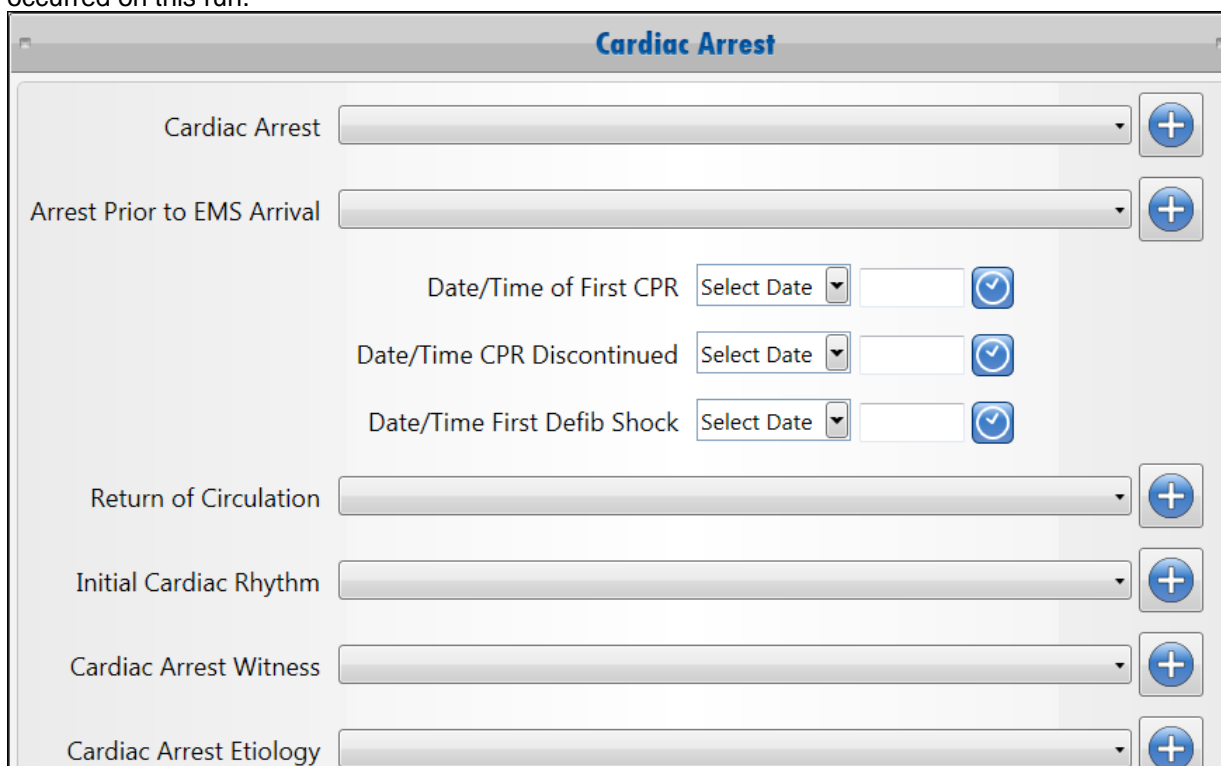
EKG records can also be added from the *EKG Import* powertool if you are integrated with an EKG monitor. All activities, including vitals, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add EKG.*
   The *Add EKG* section appears.

2. Using the provided fields, *Lookup* and *Number Pad* buttons, enter the desired information about the EKG.
    HINT: Some information may already be completed for you, such as the crew ID and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new EKG record, click *Save and New.*
    OR
    To save this record without beginning a new record, click *Save.*

The Cardiac Arrest Panel

The *Cardiac Arrest* panel allows you to enter information about any cardiac arrest event that occurred on this run.

Using the drop down menus or *Lookup* buttons, calendars and *Now* buttons, enter any needed information about cardiac arrest on this call.

4.7 The From Scene Tab

The *From Scene* tab contains nine sliding panels that allow you to enter information about the return from the scene on this run, including the response disposition, destination information, type and determination, the mode of transportation and any delays.

Transport Mode From Scene

Destination Information

Destination Type

Destination Determination

Transport Delay

Patient Transport/Positioning

Service-Defined Questions

Narrative

Valuables
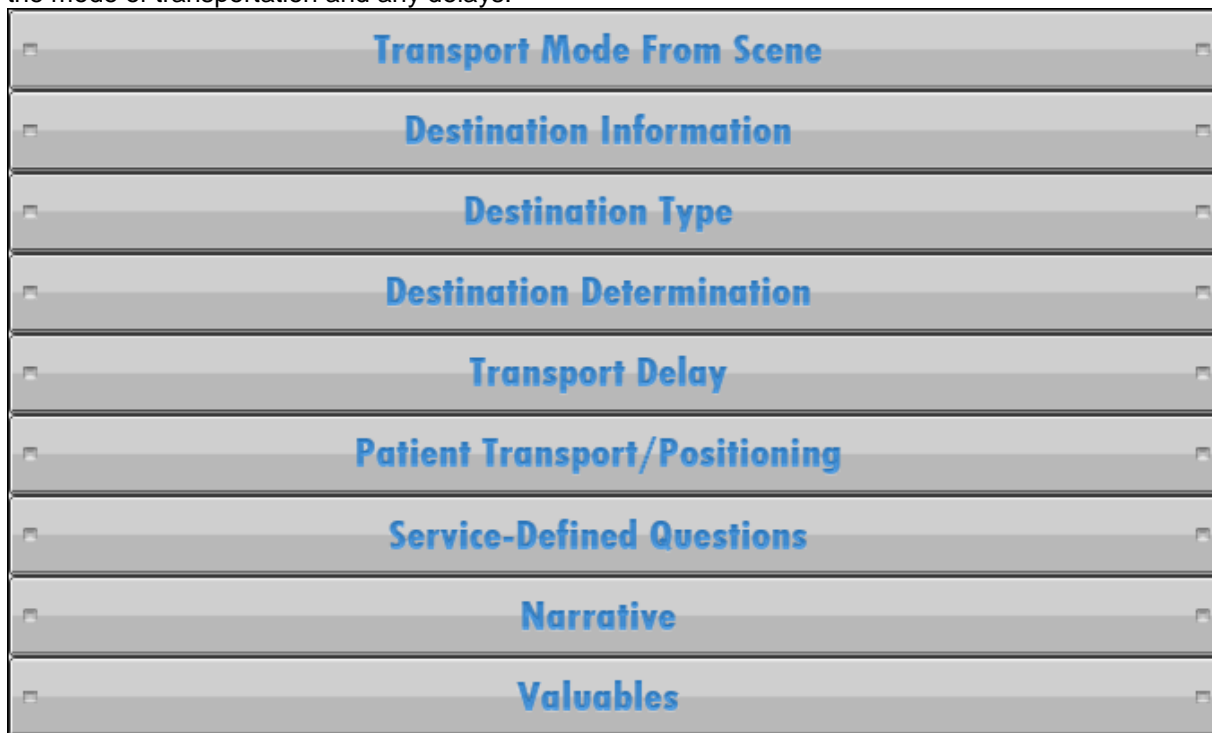
The Transport Mode From Scene Panel
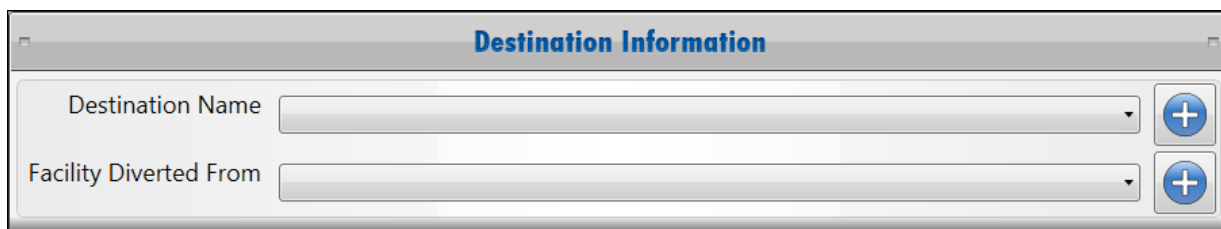
The *Transport Mode From Scene* panel records the vehicle's mode of transportation when leaving the scene.

Only one transport mode can be selected.

Transport Mode From Scene

○ Initial Lights and Sirens, Downgraded to No Lights or Sirens   ○ No Lights or Sirens ○ Not Available

○ Initial No Lights or Sirens, Upgraded to Lights and Sirens   ○ Not Applicable

○ Lights and Sirens   ○ Not Known
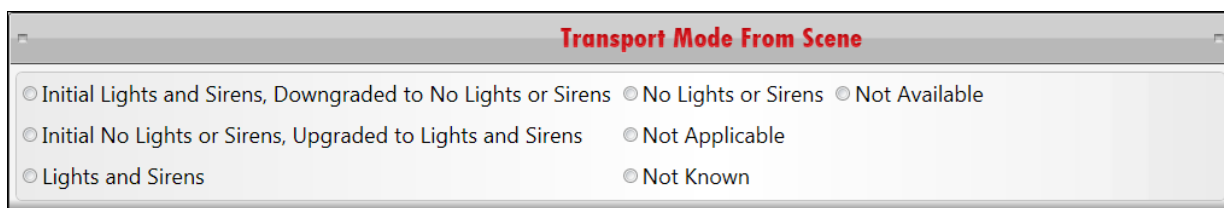
The Destination Information Panel

The *Destination Information* panel records the facility destination name and any facility from which the patient was diverted.

Destination Information
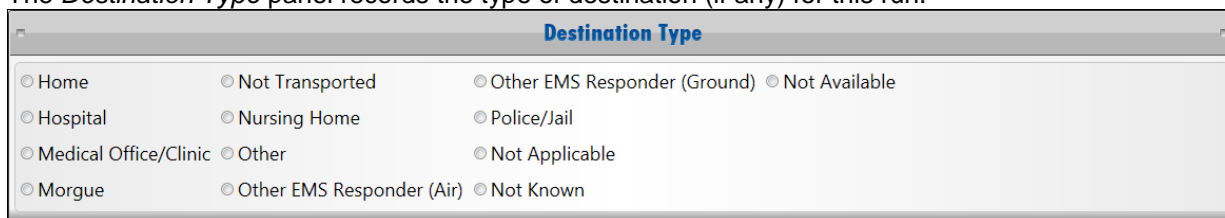
Destination Name

Facility Diverted From

Using the drop down menus or *Lookup* buttons, select the facility and destination information.

The Destination Type Panel

The *Destination Type* panel records the type of destination (if any) for this run.
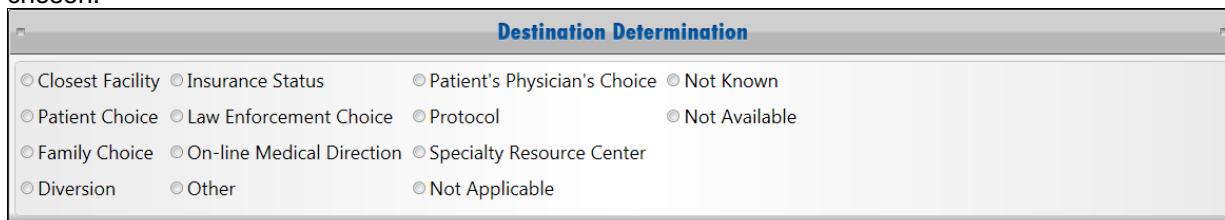
Destination Type

- Home
- Hospital
- Medical Office/Clinic
- Morgue
- Not Transported
- Nursing Home
- Other
- Other EMS Responder (Air)
- Other EMS Responder (Ground)
- Police/Jail
- Not Applicable
- Not Known
- Not Available

Only one destination type can be selected.

The Destination Determination Panel

The *Destination Determination* panel records the reason why the selected destination was chosen.
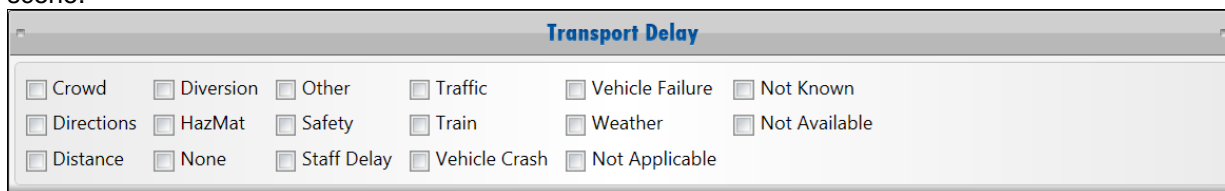
Destination Determination

- Closest Facility
- Patient Choice
- Family Choice
- Diversion
- Insurance Status
- Law Enforcement Choice
- On-line Medical Direction
- Other
- Patient's Physician's Choice
- Protocol
- Specialty Resource Center
- Not Applicable
- Not Known
- Not Available

Only one destination determination reason can be selected.

The Transport Delay Panel

The *Transport Delay* panel records the cause(s) of any possible delay in your process from the scene.
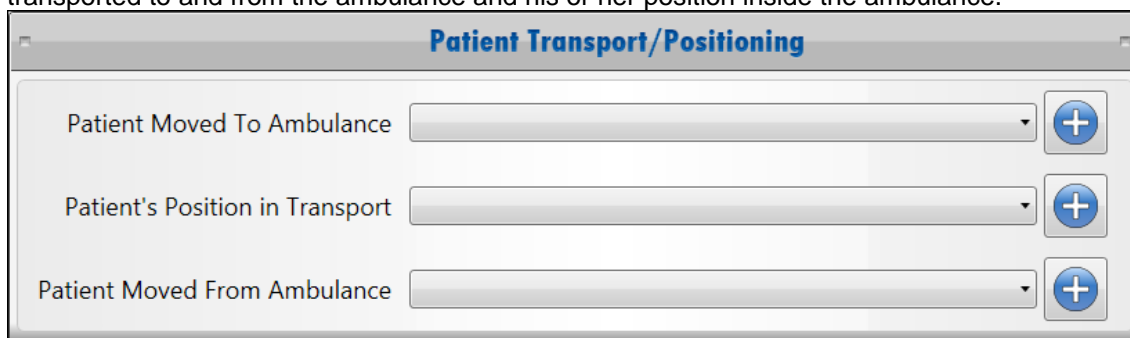
Transport Delay

- Crowd
- Directions
- Distance
- Diversion
- HazMat
- None
- Other
- Safety
- Staff Delay
- Traffic
- Train
- Vehicle Crash
- Vehicle Failure
- Weather
- Not Applicable
- Not Known
- Not Available

You can select as many delays as are applicable. When one delay is selected, no others will be deselected, so make sure to deselect any option that you do not want to record (e.g., if *Not Applicable* is selected, deselect it when you select a delay).

The Patient Transport/Positioning Panel

The *Patient Transport/Positioning* panel records information about how the patient was transported to and from the ambulance and his or her position inside the ambulance.
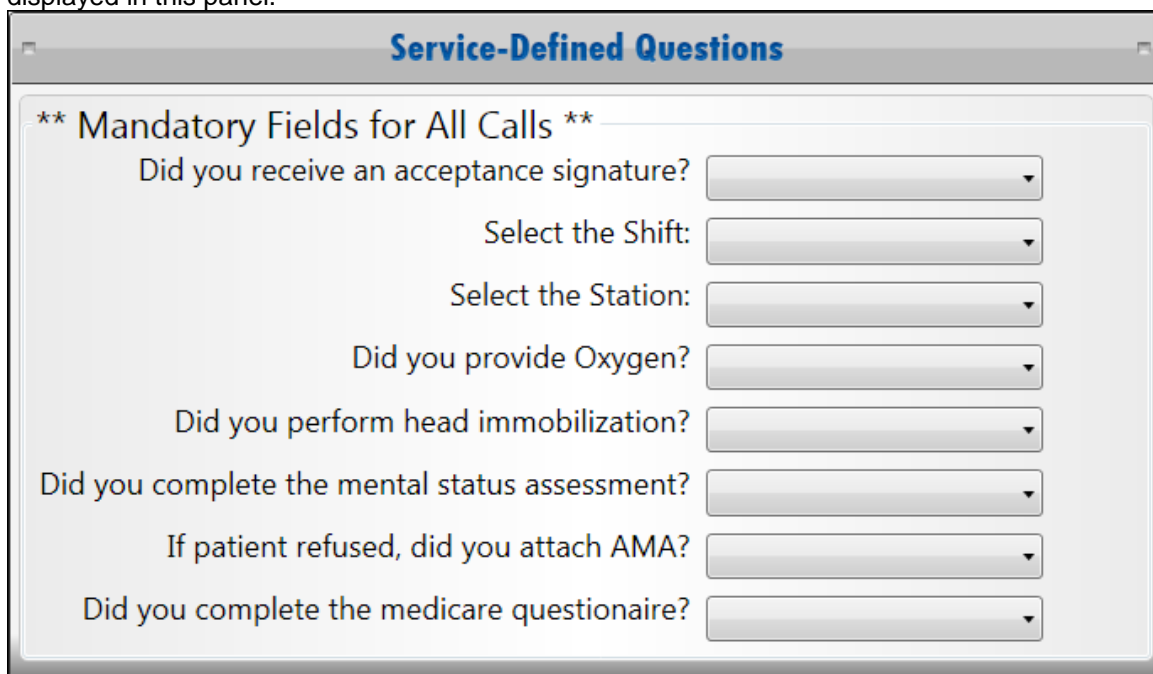
Use the drop down menus or *Lookup* buttons to select the desired information.

The Service-Defined Questions Panel

The *Service-Defined Questions* panel will differ according to your service and may not be displayed. Each service administrator can set up questions specific to the service, which will be displayed in this panel.

Using the provided fields, enter answers to each of the questions.

The Narrative Panel

The *Narrative* panel records the narrative for your run; it can be automatically generated if your service allows this feature, although you can later edit the narrative to add additional information and details.

Generating an Automatic Narrative

1. From the drop down menu, select the type of narrative you would like to generate.
2. Click *Set Narrative.*
    The *Auto-Narrative Questions* dialog box appears.
3. In the text box, type the answer to the question.
4. Click *OK.*
5. Repeat steps 3–4 until new questions stop appearing.
    The narrative is generated.
6. In the text box, add any desired details.
    WARNING: After adding any additional details, DO NOT click the *Set Narrative* button or the *Clear* button unless you want to delete the additional information you have added.

The Valuables Panel

The *Valuables* panel records any valuables of the patient that should be documented.

Using the provided fields and the *Lookup* button, enter all relevant information. You can select as many valuables as are applicable. When one valuable is selected, no others will be deselected, so make sure to deselect any option that you do not want to record (e.g., if *Not Applicable* is selected, deselect it when you select a valuable).

4.8 The Billing Tab

The *Billing* tab contains three panels with information relevant to billing for this run, including the method of payment, medical necessity and insurance information.
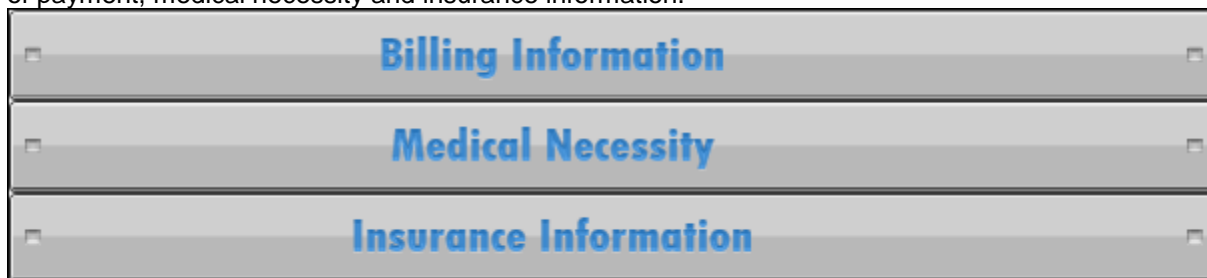
The Billing Information Panel

The *Billing Information* panel records basic information necessary for billing, including the primary method of payment, the CMS service level and whether this incident was work related.

Using the drop down menus or the *Lookup* buttons, select the desired information for the panel.

The Medical Necessity Panel
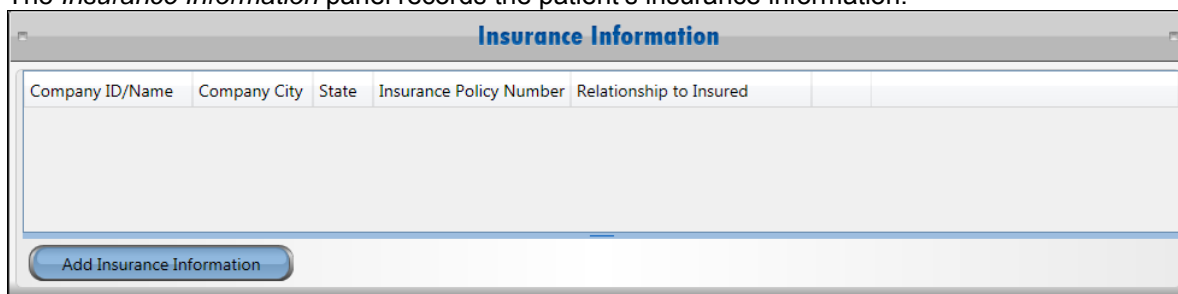
The *Medical Necessity* panel records information relevant to the medical necessity of the run.

Using the drop down menus, *Loookup* and *Number Pad* buttons, and text boxes, enter the needed information. Some information may already be displayed in this panel; this information has been copied from another part of the run form.

The Insurance Information Panel

The *Insurance Information* panel records the patient's insurance information.

To enter all known insurance information, click *Add Insurance Information.* You can add as many records for insurance information as needed.

4.9 The Signatures Tab

The *Signatures* tab can record all the necessary signatures for your run form, including the patient signature, an airway verification and any AMA. If using a tablet PC, the stylus can be used to sign.

For each panel, allow the subject to read and answer each piece of consent text before signing. You can enlarge the signature panel for additional room using the *Enlarge* button. If the subject needs to start again, the *Reset Signature* option will clear the current signature. Complete the fields and signatures in each needed panel.

Patient Signature

HIPAA Consent

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. You have the right to review our notice before signing this consent. As provided in our notice, the terms of our notice may change. If we change our notice, you may obtain a revised copy. You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment or health care operations. We are not required to agree to this restriction, but if we do, we are bound by our agreement. By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment or health care operations. You have the right to revoke this consent, in writing, except where we have already made disclosures in reliance on your prior consent.

◦ I Agree   ◦ I Disagree   ◦ Not Applicable

Waiver of Liability

I refuse treatment and/or transportation by the providing ambulance service. I assume responsibility for my own, my child's own, or any family member's medical treatment. I have been advised to seek the attention of a physician. I release the providing ambulance service, its employees, officers and directors from liability resulting from my own, my child's own, or any other family member's refusal of medical treatment or transportation.

◦ I Agree   ◦ I Disagree   ◦ Not Applicable

Authorization for Billing

I authorize the release to the Social Security Administration and Centers for Medicare and Medicaid Services, any HMO/PPO, other private or public insurance, or their agents, fiscal intermediaries or carriers or an independent agency performing billing or collection functions on behalf of the ambulance service, any personal, medical or billing information needed for this or a related claim. I understand I will be responsible for any services that are not paid/covered by my insurance. A copy of this authorization shall be valid as the original and shall remain in effect until revoked in writing by the patient/insured. I request payment of medical insurance benefits either to me or to the ambulance service.

◦ I Agree   ◦ I Disagree   ◦ Not Applicable

X   Please Sign Here

[Enlarge]   [Reset Signature]

Printed Name [   ]   [Get Name]   Date   [Select Date ▾]   🕐

☐ Received a copy of the NPP

Authorized Representative Signature

Peace Officer Signature

Witness Signature

Technician Signature

Hospital/Receiving Agent Signature

Airway Verification

Medical Control/Physician Signature

Chapter 5

IMAGE*TREND*
EMS FIELD BRIDGE
Working with Resources

5.1 Chapter Overview

Services can have a collection of documents and resources available for your reference. This chapter explains how to view documents that have been added to your Field Bridge.

5.2 Viewing Documents

If your service administrators have added documents for your reference, you can open those documents from the Field Bridge at any time.

1. From the task pane, select *Documents.*
   The *Documents* page appears.
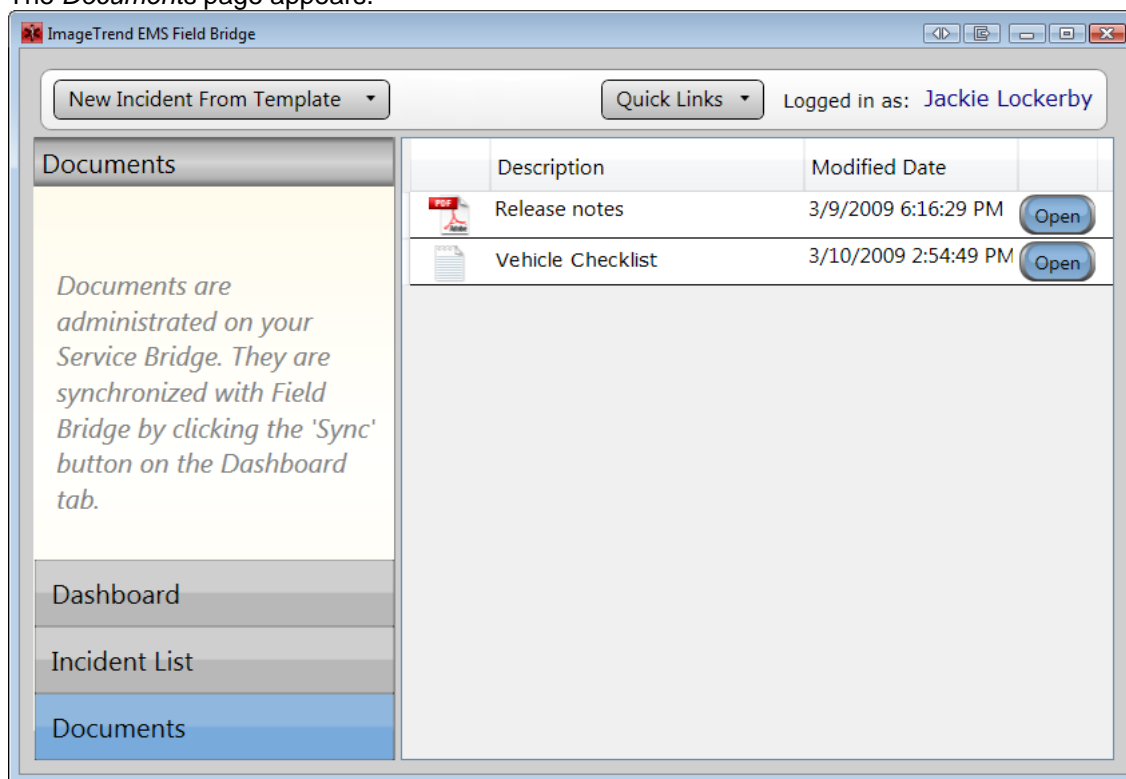
2. For the desired document, click *Open.*
   The document opens.

Chapter 6

IMAGE*TREND*
EMS FIELD BRIDGE
Help and Support

Help and Product Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.

- The name of your operating system and service pack version (if applicable).

- A description of what happened and what you were doing when the problem occurred.

- The exact wording of any error messages you see.

- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use Field Bridge effectively, please consult ImageTrend in any of the following ways:

- Phone   (952) 469.1589
- Toll-Free   (888) 469.7789
- Fax   (952) 985.5671
- Email   support@imagetrend.com
- Web   http://support.imagetrend.com

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their Web site and e-mail services:

- Email   support@imagetrend.com
- Web   http://support.imagetrend.com